

441—155.2(235A) Child abuse prevention program administration. In any year in which the legislature appropriates funds for the child abuse prevention program, the department shall contract with a single agency or organization to administer the appropriated funds and to study and evaluate community based prevention projects and educational programs for the problems of families and children in accordance with the provisions of 1982 Iowa Acts, chapter 1259, and of these rules. Any grants, gifts or bequests to the department which are specifically designated by their source for use in the child abuse prevention program shall be administered in the same manner as funds appropriated for use in the program.

155.2(1) Eligibility for the program administration contract is limited to nonprofit statewide agencies or organizations which make maximum use of voluntary administrative services.

155.2(2) Agencies or organizations wishing to apply for the program administration contract shall submit a proposal to the department two months prior to the commencement of the fiscal year. Contract proposals shall contain the following information:

- a.* A description of the organization or agency requesting the contract including a table of organization and articles of incorporation and a description of other services provided by the organization or agency.
- b.* A list of the amount and source of current funding and other funding applied for, including the current status of the applications, and the fiscal year budget, for the agency or organization.
- c.* A description of the proposed plan for administration of the program including:
 - (1) An action plan which details the use of paid and volunteer staff.
 - (2) A fiscal year budget showing proposed use of child abuse prevention program funds.
 - (3) A timetable for implementing the program.
 - (4) A description of the method to be used to determine whether the goals of the program, as defined by these rules, are being met.
 - (5) A description of methods to be used to evaluate the success of prevention projects.
 - (6) A description of proposed methods of coordinating the child abuse prevention program with services of other existing agencies and organizations.
- d.* Letters of support, especially from relevant professionals.

155.2(3) The commissioner or the commissioner's designee shall rank all proposals submitted for the program administration contract based upon the three factors listed below in this subrule. The contract shall be awarded to the agency or organization whose proposal receives the highest total ranking when the rankings for all three factors are added together. The factors which shall be considered in selecting the contractor are:

- a.* The general structure of the applicant agency or organization including but not limited to how well the program goals as established by the advisory council can be met, the stability of the applicant, the overall quality in comparison to other proposals offered.
- b.* The plan for using the funds and the ability of the applicant to administer the program.
- c.* The ability of the department to coordinate with other existing services.

155.2(4) The department shall execute a contract with the contractor for the amount of funds to be used by the contractor for program administration. The contract period shall not extend beyond the fiscal year for which the funds were appropriated. Contractor expenditures will be reimbursed monthly by the state following submission of a Voucher 1 which details expenditures. The contractor shall submit with the Voucher 1 receipts for all expenditures other than salary expenses.

155.2(5) The contractor shall keep statistical records of services provided, clients served, grants awarded, funds expended, and any other records required by the department as specified in the contract.

155.2(6) The contractor shall supply the department with quarterly progress reports that include but are not limited to the following information:

- a.* Grants awarded, funds expended, and progress of projects.
- b.* A compilation of the status of activities shown in the timetable for implementing the program.
- c.* Reasons for any delay in completion of planned activities.
- d.* Specific action plan for the following quarter.
- e.* A compilation of statistical records that the contractor is required to keep by subrule 155.2(5).

f. Any general comments on the progress of the program.

155.2(7) With the assistance of the advisory council, the department shall evaluate the contractor's program administration at least two months prior to the end of the contract year to determine how well the goals of the program are being met.

155.2(8) The contractor may terminate the contract at any time during the contract period by giving 30 days' notice to the department. The department may terminate the contract upon 10 days' notice when the contractor fails to comply with the contract stipulations, standards, or conditions. The department may terminate the contract at any time during the contract period by giving 30 days' notice to the contractor.